



# WESS Safety Authority



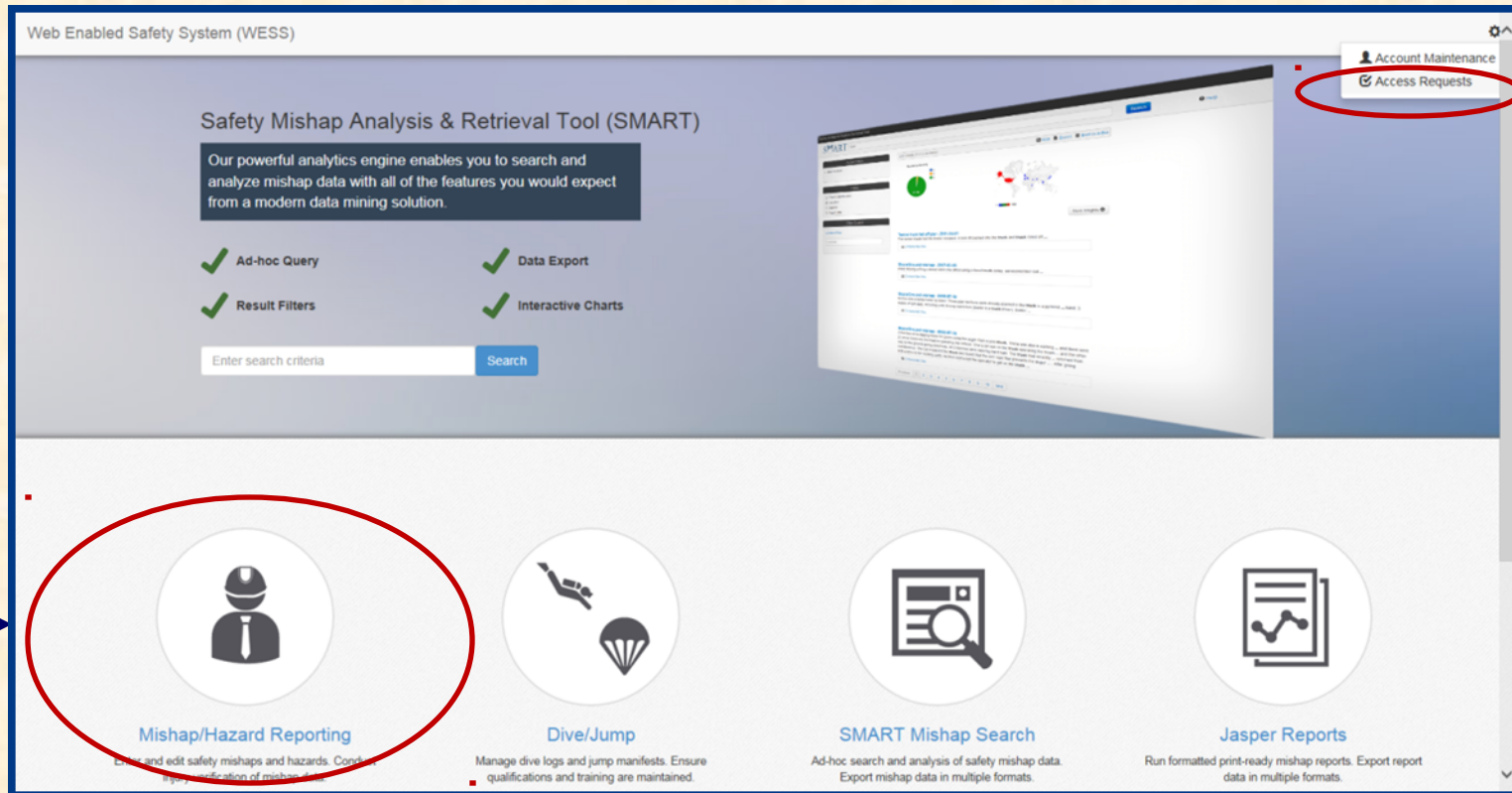
**WESS**  
***Module***  
***SA-2***

## **SA Functions**

**Modify Existing**  
**User Accounts**



# WESS Account Management



**To modify a WESS account under your WESS Safety Authority, log on to WESS and click the “Mishap/Hazard Reporting” link or Access Requests. A separate tab will open that that will allow you to modify account information and access levels for any WESS account under your Safety Authority.**

**Another way to gain access to account requests is to log into WESS and click on the “SA Maintenance” link.**



# WESS User Account Search

**Account Maintenance - Modify Account**

Search Accounts by UIC, First Name or Last Name

First Name:

Middle Name:

Last Name:

Rank:

Telephone Number:

DSN Telephone Number:

UIC:

Email:

Account Status:

Reason for Account:

Sub-Systems:

- ☐ Afloat
- ☐ Aviation
- ☐ Dive Jump Reporting System
- ☐ Shore

**The Account Maintenance - Modify Account screen allows you to search for any WESS account holders within the commands you have Safety Authority privileges.**

# Select the Account to Modify

**Once the search results are displayed, select the WESS account you wish to modify by clicking on that line.**



Account Maintenance - Modify Account

Izzy

Hurt, Izzy Capt

Safe, Izzy LT

Page 1 of 1 No data to display

Last Name: Last Name

Rank: Rank

Telephone Number: Telephone Number

DSN Telephone Number: DSN Telephone Number

UIC: Enter UIC or Activity Name for Lookup

Email: Email

Account Status:

Reason for Account: Reason for Account

Sub-Systems:

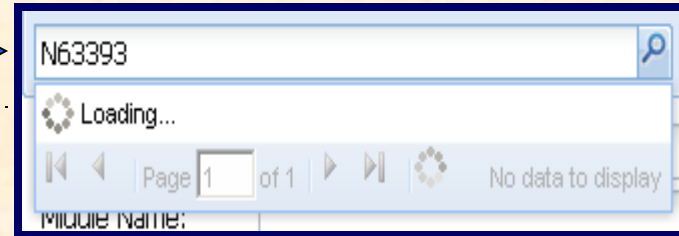
- ☐ Afloat
- ☐ Aviation
- ☐ Dive Jump Reporting System
- ☐ Shore

Save



# WESS User Account Search

**Type in one or more of the values you wish to search on. When you stop typing, the search will automatically begin.**



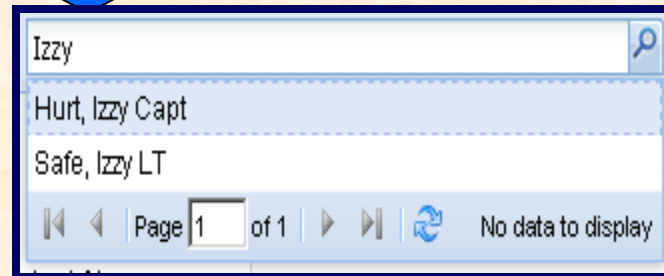
N63393

Loading...

Page 1 of 1

No data to display

Middle Name:



Izzy

Hurt, Izzy Capt

Safe, Izzy LT

Page 1 of 1

No data to display

**When the search is complete the results will be displayed directly below the search criteria entered.**

**You may search for accounts using the UIC, First Name, Last Name, or any combination of these three fields.**

# Reviewing User Account Information

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520

DSN Telephone Number: 564-3520

UIC: N63393

Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☐ Aviation Notification

**Information for the selected account is displayed. You can now modify customer information, the account status, add and remove subsystem and privilege access or any combination of the three.**

# Modifying Customer Information

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520 EXT 7000

DSN Telephone Number: 564-3520 EXT 7000

UIC: N63393

Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☐ Aviation Notification

**You can modify any content in the highlighted section. In this example, we have modified the telephone numbers by adding extensions.**

**NOTE: You may not change the UIC or email address. Only the account owner and WESS Administrators may change these fields.**

**See slide Saving Modifications for finalizing change.**



# Modify Account Status

**Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]**

Hurt, Izzy Capt

First Name: Izzy  
Middle Name:  
Last Name: Hurt  
Rank: Capt  
Telephone Number: (757) 444-3520  
DSN Telephone Number: 564-3520  
UIC: N63393  
Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☐ Aviation Notification

**To suspend the account, click the suspend button.**

**This example shows an active customer.**

# Suspending an Account

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: ACTIVE

Suspend

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520

DSN Telephone Number: 564-3520

UIC: N63393

Email: izzy.hurt@navy.mil

Suspend Account Justification

Comments:

Account suspended effective 11 March 2010 until return from deployment.

Suspend Account Cancel

Save

**If you click the Suspend button, you will be prompted to enter comments in the Suspend Account Justification pop-up. These comments are required and will be recorded and sent to the customer owning the suspended account via email message.**

# Suspending an Account

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: ACTIVE

Suspend

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520

DSN Telephone Number: 564-3520

UIC: N63393

Email: izzy.hurt@navy.mil

**Suspend Account Justification**

Comments:

Account suspended effective 11 March 2010 until return from deployment.

Suspend Account Cancel

Save

**You can click Cancel from the Suspend Account Justification pop-up and return to the Modify Account page, or you can click Suspend Account to complete the account suspension process.**

# Suspending an Account

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt  Account Status: ACTIVE

First Name: Izzy  
Middle Name:   
Last Name: Hurt  
Rank: Capt  
Telephone Number: (757) 444-3520  
DSN Telephone Number: 564-3520  
UIC: N63393  
Email: izzy.hurt@navy.mil

**Suspend Account Justification**

Comments:

**Validation Failed**

Validation failed. Please provide a justification when updating the status of this account.

**If you click on the Suspend Account button without providing a justification, you will receive a validation error. Simply click Ok and you will be returned to the justification pop-up where you can enter the justification.**

# Suspending an Account

**Account now shows as suspended.**

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520

DSN Telephone Number: 564-3520

UIC: N63393

Email: izzy.hurt@navy.mil

Account Status: **SUSPENDED**

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☐ Aviation Notification

**If you choose to suspend the account and no errors exist, you will be returned to the Modify Account screen and the status will change from Active to Suspended.**

**See slide Saving Modifications for finalizing change.**



# Suspending an Account

From: safe-wessadmin@navy.mil  
To: Hurt, Izzy LT  
Cc:  
Subject: WESS Account suspension - DO NOT REPLY

Your WESS Account has been suspended on March 11, 2010 by WESS Safety Authority Safe T. Authority.  
Reason: Account suspended effective 11 March 2010 until return from deployment

-- Naval Safety Center

**The individual owning the suspended account receives the above email with your comments, and the account is suspended in WESS.**





# Modify Account Status

## Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt



First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520 EXT 7000

DSN Telephone Number: 564-3520 EXT 7000

UIC: N63393

Email: izzy.hurt@navy.mil

Account Status:

SUSPENDED

Reactivate

Reason for Account:

Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☐ Aviation Notification

Save

**To reactivate the account, click the Reactivate button.**

**The process works the same to reactivate an account.**

**This example shows an suspended customer.**



# Reactivate an Account

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: SUSPENDED

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520 EXT 700

DSN Telephone Number: 564-3520 EXT 7000

UIC: N63393

Email: izzy.hurt@navy.mil

**Reactivate Account Justification**

Comments:

Capt returned from deployment and will once again begin reporting and tracking mishaps and hazards.

**When you click the Reactivate button, you will be prompted to enter comments in the Reactivate Account Justification pop-up. These comments are required and will be recorded and sent to the customer owning the suspended account via email message.**

# Reactivate an Account

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: SUSPENDED

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520 EXT 700

DSN Telephone Number: 564-3520 EXT 7000

UIC: N63393

Email: izzy.hurt@navy.mil

**Reactivate Account Justification**

Comments:

Capt returned from deployment and will once again begin reporting and tracking mishaps and hazards.

Save

**You can click Cancel from the Reactivate Account Justification pop-up and return to the Modify Account page, or you can click Reactivate Account to complete the account reactivation process.**

**As with Suspend Account, an error will be given if no justification is provided.**

# Reactivate an Account

**Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]**

Hurt, Izzy Capt

First Name: Izzy  
Middle Name:   
Last Name: Hurt  
Rank: Capt  
Telephone Number: (757) 444-3520 EXT 7000  
DSN Telephone Number: 564-3520 EXT 7000  
UIC: N63393  
Email: izzy.hurt@navy.mil

Account Status: **ACTIVE** Suspend

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☐ Aviation Notification

Save

**If you choose to reactivate the account and no errors exist, you will be returned to the Modify Account screen and the status will change from Suspended to Active.**

**See slide Saving Modifications for finalizing change.**

# Reactivate an Account

From: safe-wessadmin@navy.mil  
To: Hurt, Izzy LT  
Cc:  
Subject: WESS Account activation - DO NOT REPLY

Your WESS Account has been activated on March 11, 2010 by WESS Safety Authority Safe T. Authority.  
Reason: Capt returned from deployment and will once again begin reporting and tracking mishaps and hazards.

-- Naval Safety Center

**The individual owning the reactivated account receives the above email with your comments, and the account is made active in WESS.**



# Modify Subsystem Access and Privileges

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy  
Middle Name:  
Last Name: Hurt  
Rank: Capt  
Telephone Number: (757) 444-3520  
DSN Telephone Number: 564-3520  
UIC: N63393  
Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☐ Aviation Notification

**This section will allow you to make changes to the subsystems and privileges the WESS account holders have access to.**



# Modify Subsystem Access and Privileges

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy  
Middle Name:  
Last Name: Hurt  
Rank: Capt  
Telephone Number: (757) 444-3520  
DSN Telephone Number: 564-3520  
UIC: N63393  
Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☐ Aviation Notification

**Use the scroll bar to view additional content.**

**Subsystem Access and privileges may be added or removed using this section.**

# Modify Subsystem Access and Privileges

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy  
Middle Name:  
Last Name: Hurt  
Rank: Capt  
Telephone Number: (757) 444-3520 EXT 7000  
DSN Telephone Number: 564-3520 EXT 7000  
UIC: N63393  
Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Aviation Endorser
- ☐ Aviation Notification
- ☒ Dive Jump Reporting System
- ☐ DJRS Logging
- ☐ Shore

**If a new Subsystem is added, a warning will pop up to remind you privileges must also be added.**

**To add a new subsystem, check the checkbox to the left of the desired subsystem.**

# Modify Subsystem Access and Privileges

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy  
Middle Name:  
Last Name: Hurt  
Rank: Capt  
Telephone Number: (757) 444-3520 EXT 7000  
DSN Telephone Number: 564-3520 EXT 7000  
UIC: N63393  
Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
  - ☐ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☒ Aviation Notification

**In this example, we have removed Aviation Data Entry from the original privileges and added Aviation Notification.**

# Saving Modifications

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520 EXT 7000

DSN Telephone Number: 564-3520 EXT 7000

UIC: N63393

Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- ☒ Aviation
  - ☒ Aviation Data Entry
  - ☐ Aviation Endorser
  - ☒ Aviation Notification
- ☐ Dive Jump Reporting System

**Once the desired changes are complete, you MUST click Save to finalize the requested change.**

# Return to Account Management

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy  
Middle Name:  
Last Name: Hurt  
Rank: Capt  
Telephone Number: (757) 444-3520 EXT 700  
DSN Telephone Number: 564-3520 EXT 7000  
UIC: N63393  
Email: izzy.hurt@navy.mil

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

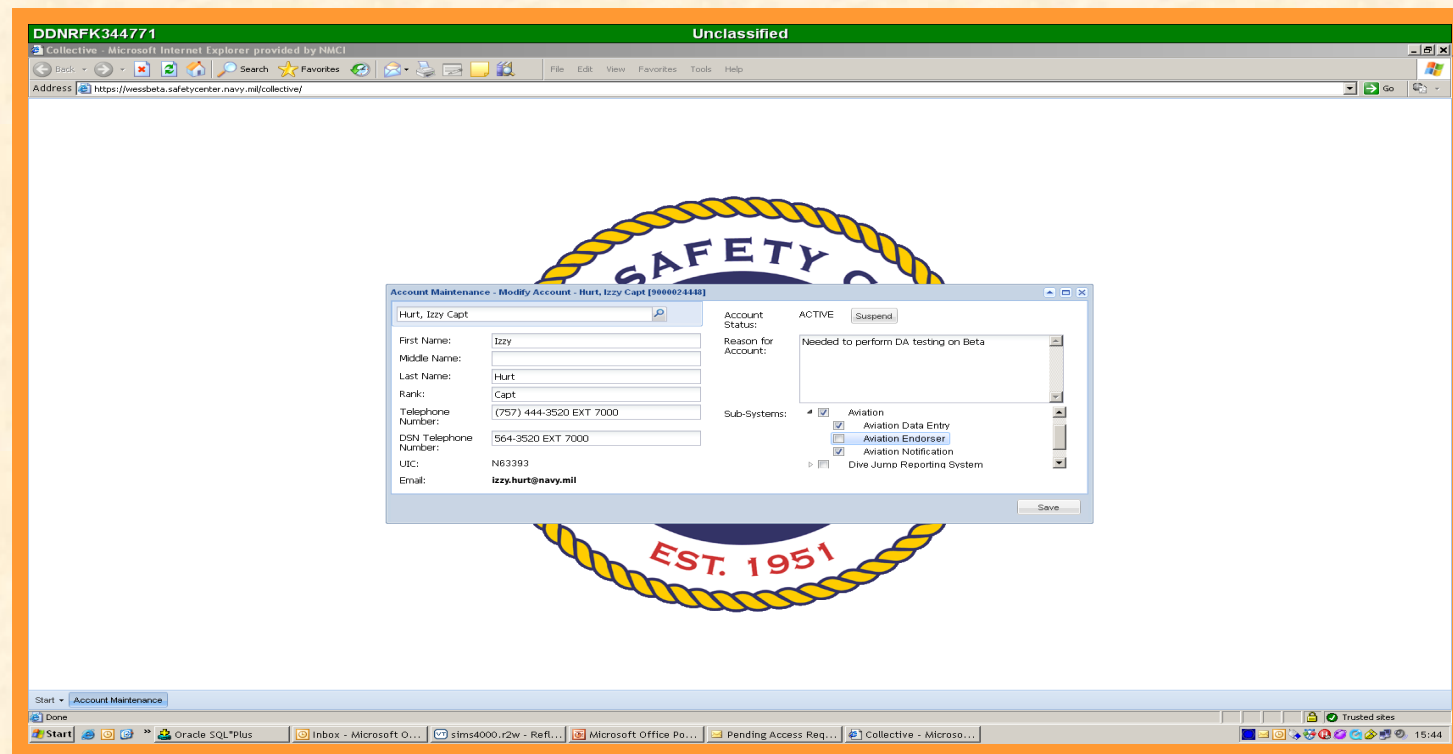
Aviation Endorser  
☒ Aviation Notification  
☐ Dive Jump Reporting System

**Account Saved**  
Account Saved.

**Click Ok to return to the Account Maintenance Screen.**

**After selecting Save, you will see a pop-up window indicating your changes have been saved.**

# Return to Account Maintenance



**You will be returned to the Account Maintenance - Modify Account screen. You may begin a new search to modify another account, or you may exit the Access Management Module by clicking on the “X” in the top right corner.**





# Module Complete

**This is the end of this module.**

**Click here to Return to Table of Contents**

